**Guidelines for Lessons**

* Use established templates (U drive)
* Prepare CHECKLIST AND PAYMENT FORM before you begin for planning purposes
* Attach all relevant United Streaming video (segments not entire videos )
* Limit Lesson Tool Kit activities (2-3)
* When linking to Internet use object (no URLs on page)
* Document / Copyright (citation page needed in word for all media )
* Consistent fonts (size and color)
* Follow the CCSD Instructional Model
* Blooms Taxonomy- make sure lesson is written on Blooms level as indicated on support docs - then have one activity that is at least one level above the indicated teaching level
  + Create a higher-order thinking question for the “Think about it” pull tab (provided in template)
* Saving-naming conventions - Examples:
  + ush\_1.1\_colonial\_america
  + 4ela\_1-2a\_fairytales
* Follow design and best practices (see presentations on shared drive under resources)
* Attach specific support documents to each lesson using established image on the Teacher Notes page
* Please turn in one lesson per week
* Pre-check your lesson to make sure all links are working

**Procedures for Turning in Lessons**

1. Log in to the network > Shared drive (S) > SMART Notebook Lessons > High School or Middle Grades Turn in > Your subject /Course /Grade level > Your name (Save your lesson with the naming conventions above in the following folders:

* 1st time: 1. Content
* 2nd time: 2. Design
* 3rd time: 3. FINISHED

1. Fill out a feedback-payment form for each lesson you create. Save the feedback-payment form using the naming convention (example: berry\_feedback\_ush\_1.1).
2. Email your Content Checker with your feedback-payment form attached to let them know you have turned in a lesson.
3. The Content Checker and the Design Reviewer will both check your lesson. The Design Reviewer will email you the completed Checklist form.
4. Make revisions to your lesson based on the feedback on the form.
5. Email your completed feedback-payment form to:

* High School: Design Reviewer
* Middle Grades: The Educational Technology Specialist working on your subject